



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY DEPARTMENT OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217 | F: 201 547 5022



JOANNE ROSA
DIRECTOR

Principal Community Organization Specialist

Department: Health & Human Services

Office: Community Health & Wellness

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: Monday - Friday, 9:00am-5:00pm

Salary: \$34,000, based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

The City of Jersey City is seeking a qualified, dynamic, and motivated Principal Community Organization Specialist for the Department of Health & Human Services within its Division of Community Health & Wellness. The ideal candidate must be able to organize and coordinate specific projects and activities involving the citizen participation network in achieving the community development goals.

Job Duties:

- Plans community activities around a specific goal or project; for example, citizen monitoring of fire hydrants in summer to maintain water pressure.
- May be assigned to handle multiple projects at a given time.
- Helps coordinate activities of the citywide network of block clubs and tenant associations.
- Attends community meetings to educate and involve residents in a given activity.
- Meets with representatives of other departments, agencies, and non-government organizations in relation to the implementation of a given activity; for example, organizing of citizen patrols would require cooperation with the police department, and a citywide blood pressure screening campaign would require working with the health department and hospitals.
- Gives leadership, direction, and technical assistance to community organization specialists in various areas in relation to a given activity.
- Performs research necessary to plan and implement an assigned activity.
- Gathers and analyzes data including conducting surveys.
- Writes informational, educational, and motivational material and reports.
- Drafts proposals including budgets.
- Helps develop citizen participation mechanisms for funded programs in accord with requirements of funding source and agency including conducting elections and giving leadership and direction to community organization specialists involved in this activity.

The City of Jersey City is an Affirmative Action/Equal Employment Opportunity Employer and complies with all applicable federal and state laws, rules and regulations relating to anti-discrimination and anti-harassment.



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- Serves in a liaison capacity to various citizen boards and advisory boards.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

**Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.*

Required Educational Background: High School Diploma or GED required. Bachelor's degree in Human Services or related field preferred.

Required Experience: At least 1 year of experience in organizing various groups of people in such fields as trade unionism, community organization, political action, or fundraising.

Essential Skills:

- Ability to prepare informational and motivational material, reports, and other documents of moderate difficulty.
- Ability to organize assigned field and office work, analyze problems arising therein, and develop appropriate work methods.
- Ability to establish and maintain liaison with representatives of various public, private, civic, neighborhood, and religious groups within the jurisdiction.
- Ability to work with community leaders to institute, evaluate, revise, and/or clarify programs.

Preferred Education/Skills/Qualifications:

- Knowledge of community residents and characteristics of the area after a period of training.
- Knowledge of governmental and nongovernmental services and programs throughout the community after a period of training.
- Knowledge of state and federally funded programs and resources after a period of training.

Full Civil Service job description available here: <https://info.csc.state.nj.us/jobspec/02785@.htm>. You must eventually pass and qualify for this Civil Service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).

Please note that this role is subject to the residency requirements set forth by [NJ First Act](#).

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